Process	*Creating a Journal Generator Template*
Process Number	*GL – 055*

Description of Process

Create a Journal Generator Template. In addition to accepting manually entered journals, PeopleSoft General Ledger can receive and process journals from other systems, both non-PeopleSoft systems and PeopleSoft systems such as Financials and HRMS. Through the Journal Generator, each of these systems has the capacity to create journal entries for posting to the general ledger. Journal Generator Templates are the means by which PeopleSoft extracts accounting entries from the accounting entry tables to create actual journal entries for editing and posting. Journal Generator creates journals for one specific application business unit(s) as well as all or one ledger within a ledger group, and all or one Journal Generator template(s) set up for those business units, depending on the options you define on the Journal Generator Request panel. The defaults and summarization options you set up in Journal Generator Templates determine how it summarizes accounting entries and creates journals. Typically, you set up Journal Generator Templates for each application system source distributing to the general ledger, as well as each type of transaction—for example, a template for depreciation expense from PeopleSoft Asset Management.

Input to Process

Journal Generator change request is written up, signed, assigned an identifier and approved. The Journal Generator Template is then entered into PeopleSoft.

Output of Process

New Journal Generator Template is created and is accessible to all business units.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use E-P	Journal Generator Template

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Complete request form to create a new Journal Generator Template FSS will fill out a Journal Generator Template change request form when it is determined that a new template is necessary for creating journals. This could be the result of the addition of a new subsystem or PeopleSoft module being added to the overall system, or possibly the creation of a new transaction type from an existing module. Once approved, the request will be input by FSS.	Centralized
Step 2: Create identifiers for your new Journal Generator Template Enter the SetID and Journal Generator identifier for the Journal Generator Template you wish to create. The SetID will be STATE, since all Journal Generator Templates will be shared by all business units.	Centralized

Step 3: Define your Journal Generator Template Defaults	Centralized

Enter the Effective Date and Status for your Journal Generator Template. The Effective Date can be set to the current or a future period and determines the date on which the template will go into effect. The Status refers to the availability of the template for use in generating journals from PeopleSoft and non-PeopleSoft systems. The Status for a new Journal Generator Template is "Active."

Enter a description in the field provided to enable you to distinguish your template from others when prompting for a list. PeopleSoft uses the description system-wide in prompt lists, reports, other panels, and online inquiries. The description field is thirty (30) characters in length.

Select one of the options in the Reversal Code group box if you wish to create reversing journals each time journal generation occurs. The following options are available:

- Do not Generate Reversal

- Beginning of Next Period

- End of Next Period

Enter the Journal Header fields as follows:

- Journal ID Mask - Specifies the journal naming convention. A 10-character alphanumeric ID (no spaces) identifies PeopleSoft journals. Your system automatically generates IDs based on the number or letter you enter here. You can also let the system automatically assign the journal IDs by accepting the default NEXT. A mask should be entered so that journals created in other systems are easily identifiable in General Ledger

- Header Descr - Identifies information about the journal. This field is optional, but can be useful for explaining any anomalies in the journal. It is recommended that you include a description, since the header description in the Journal Generator Template appears as the Long Description on the journal header in General Ledger.

- Source - Identifies the origin of the journal entries. It also determines the foreign currencies per journal. The following sources will be used at the State of Georgia:

Source	Descr
AR	Accounts Receivable
ADJ	Accounting Adjustments
ALO	Allocation Process

		Centralized
CON	Consolidation Process	
MAN	Manual JV Entries	
PAY	Payroll Processing	
AM	Asset Management	
AP	Accounts Payable	
PC	Projects (DOT)	
PO	Purchase Orders-Encumbrance	
REQ	Purchasing Requisitions PreEnc	
INT	Interface Entries	
CNV	Conversion Data	
GAP	GAAP Only Manual JV Entries	
FED	Fed Ledger Only Manual JV's	
SUR	Year-End Surplus Transactions	

- Reference Number – Tracks the source of the transaction for the journal.

Enter the Journal Line fields as follows:

- Journal Line Reference - Refers each journal line back to a piece of information that will aid in identifying the source of the transaction, such as a document, person, invoice, etc. Spaces are *not* allowed. The Journal Generator uses the value entered in this field if *either* of the following occurs:

  ❑ You chose the Retain Detail summarization option on the Journal Generator Template, Summarization panel (see below) and you left the Journal Ref field blank on the Accounting Entry Definition panel

  ❑ You chose the Summarize to Account Level or Summarize to ChartField Level summarization options on the Journal Generator Template, Summarization panel (see below).

- Line Description - Describes the transaction in greater detail. The Journal Generator uses the value entered in this field to populate the journal line description if either of the following occurs:

  ❑ You chose the Retain Detail summarization option on the next panel and you left the Journal Descr field blank on the Accounting Entry Definition panel

  ❑ You chose the Summarize to Account Level or Summarize to ChartField Level summarization options on the next panel.

- Journal Date Options - Choose the source of the header and line date from the following:

❑ Accounting Date on Transaction - Uses the accounting date on the accounting entries as the journal date. This selection might result in multiple journals.	Centralized
❑ Begin Date - From Period - Uses the beginning date of the "Open From Year/Period" set up in the Ledgers For A Unit panel.	
❑ Begin Date - To Period - Uses the beginning date of the open "Through Year/Period" set up in the Ledgers For A Unit panel.	
❑ Current Date - Accepts the current system date when the process is run.	
❑ End Date – From Period - Uses the ending date of the "Open From Year/Period" set up in the Ledgers For A Unit panel.	
❑ End Date - To Period - Uses the ending date of the open "Through Year/Period" set up in the Ledgers For A Unit panel.	
❑ Period End – Transaction Date - Uses the period-end date that corresponds to the transaction date. This selection might result in multiple journals. **The State of Georgia will not be using this option.**	
❑ Specify Date - Accepts the date you enter in the box	

	Centralized
Step 4: Define your Journal Generator Template Summarization Options	
Select your Primary Summarization options, which identify how the Journal Generator distributes account values from the other application systems source(s) to PeopleSoft General Ledger.	
Choose the How Specified Option from the following list of options:	
• Summarize to Account Level - Summarizes accounting entries at the account level. All other ChartFields are blank.	
• Summarize to ChartField Level - Summarizes accounting entries at the full ChartField level defined in the ChartField Mapping fields on the Accounting Entry Definition panel. Most of the templates at the State of Georgia are set up in this manner.	
• Retain Detail - Distributes accounting entries in full detail.	
Your selection in the How Specified Option impacts the accounts selected in How Account Specified. You may specify selected accounts or a selected tree to indicate the levels and nodes of the desired accounts. This is encouraged whenever possible in order to reduce future maintenance when ChartField values change.	
Choose an option for How Account Specified from the following three options:	
1. All Account Values - Distributes all the accounting entries according to the How Specified Option selected above.	
2. Selected Account Values - Distributes the selected Account Values according to the How Specified Option above. The Selected Values/Nodes and the Alternate Summarization Option fields are activated.	
3. Selected Tree Nodes - Distributes the Account Values that are defined by the tree name, tree level, and selected nodes according to the How Specified Option above. The Selected Values/Nodes and Alternate Summarization Option fields are activated, as well as the Tree Name and Level fields.	
If you select options 2 or 3 above, you will be prompted to enter either accounts or tree nodes in the Selected Values/Nodes field depending on the Account Value option you chose. Press F7 to add each account or node value.	
The Alternate Summarization Option provides the same options as the Primary Summarization Option for the accounts that are not selected in the Selected Values/Nodes field. Choose the How Default Specified option.	
Step 5: Save the Journal Generator template	Centralized
The journal generator is now saved. The journal generator is now available for use once it becomes effective.	

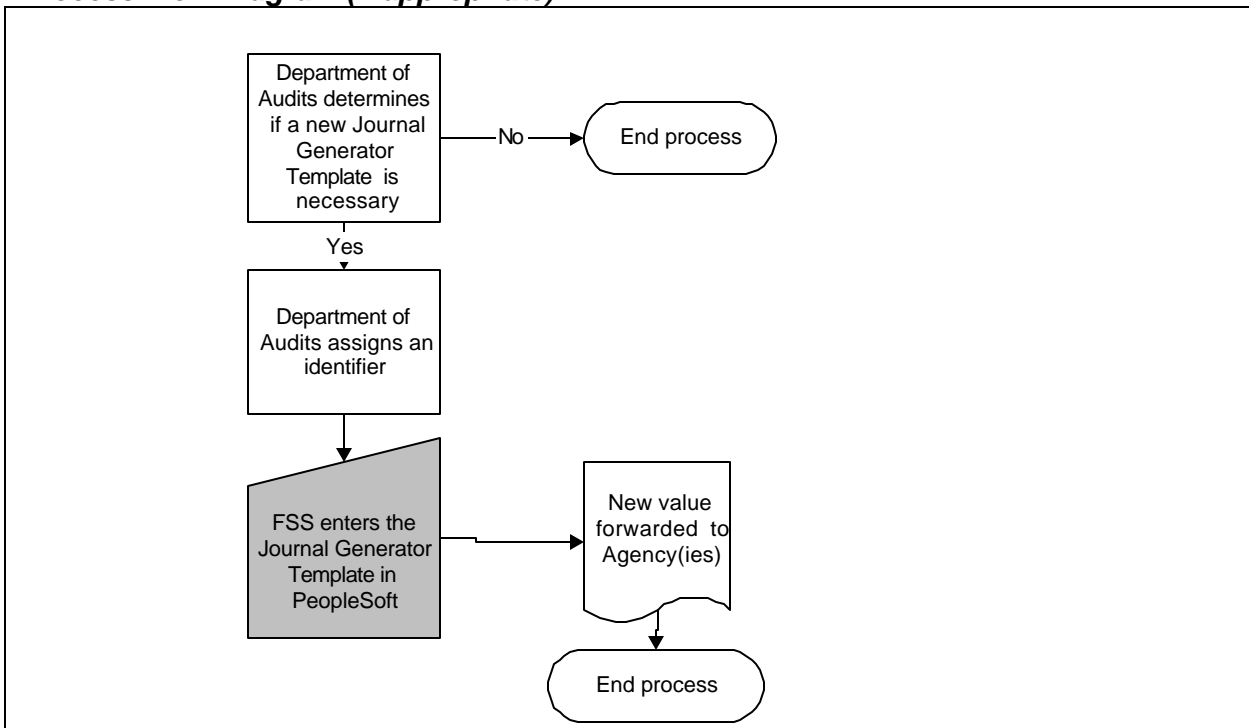|	
Step 6: Notify the requestor that the Journal Generator Template has been added Send notification to the requestor that the Journal Generator Template has been added and is available for use. The following are acceptable forms of notification: • E-mail • Facsimile • Interoffice Memorandum	Centralized

Forms Used with Process (#)

**Attach sample form(s)
\\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\ChartField Maintenance\Journal generator\Journal generator Change Request.doc

Process Flow Diagram (if appropriate):

```
┌─────────────────┐
│  Department of  │
│ Audits determines│── No ──▶ ( End process )
│ if a new Journal │
│    Generator     │
│  Template is     │
│    necessary     │
└─────────────────┘
        │ Yes
        ▼
┌─────────────────┐
│  Department of  │
│  Audits assigns an│
│    identifier    │
└─────────────────┘
        │
        ▼
┌─────────────────┐       ┌─────────────────┐
│  FSS enters the │       │   New value     │
│ Journal Generator│──────▶│ forwarded to    │
│   Template in    │       │   Agency(ies)   │
│   PeopleSoft     │       └─────────────────┘
└─────────────────┘                │
                                   ▼
                            ( End process )
```

Process Signoff

Tested By
Date Tested